



MEMORANDUM

DATE: August 19, 2020
TO: Department Heads, Department Personnel Officers
FROM: Mawuli Tugbenyoh, Chief of Policy
SUBJECT: **Employee Safety During Wildfire Smoke and COVID-19**

Due to wildfires burning throughout the Bay Area, air quality index in San Francisco is currently fluctuating between Orange (Unhealthy for Sensitive Groups) and Red (Unhealthy).

When the air quality index reaches Red (Unhealthy), Departments must follow the below guidance to keep employees safe and review the attached guidance for other air quality levels:

- Immediately stop all non-essential strenuous outdoor work.
- Employees performing essential outdoor work must be given a city issued N95 respirator for voluntary use.
- Face coverings and masks remain mandatory due to the ongoing COVID-19 pandemic and public health orders. If an employee prefers not to wear an N95 respirator to protect themselves from wildfire smoke, a face covering is still required.
- Masks with valves or 3M 8000 particle respirators are prohibited and may not be distributed.

All Departments have been issued a two-week supply of approved N95 respirators for outdoor essential workers through their regular allocations from the Logistics Section of the COVID Command Center. Please distribute N95 respirators to employees using this cache of supplies.

Departments that need additional N95 respirators may contact Babe Franey, CCC Logistics, at babe.franey@sfgov.org.

Further, the greater Bay Area has been experiencing extreme heat. Please ensure that employees working outdoors have access easily available drinking water and shade or air-conditioned space to take breaks as needed.

Department Personnel Officers with questions about this guidance may email Dr. Fiona Wilson at Fiona.wilson@sfgov.org.

Employees with questions about their health may call the Nurse Triage/Injury Hotline at 1-855-850-2249 for immediate advice from a registered nurse.